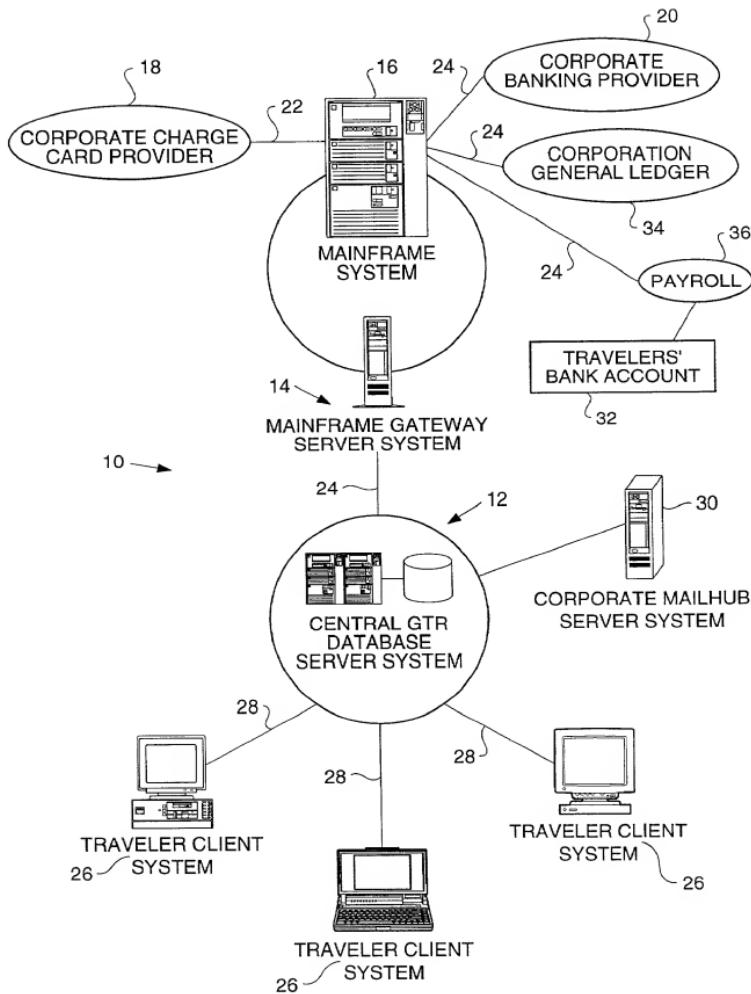
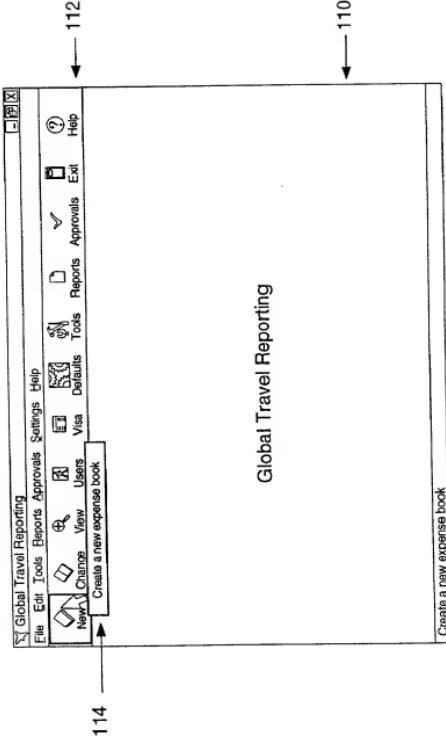


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GTFR New Book Wizard

Please enter the following information and click Next to continue.

Employee name: 118

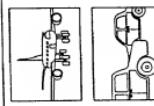
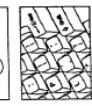
Book title: 120

Book start date: 122

Book end date: 124

126

Help < Back Next > Cancel

← 116

— 4 —

4/26

X

GTR New Book Wizard

Please enter the following information and click Next to continue.

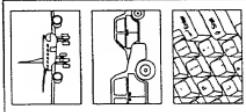
List business purpose, city, and person visited including: title, company name, and business relationship.

128

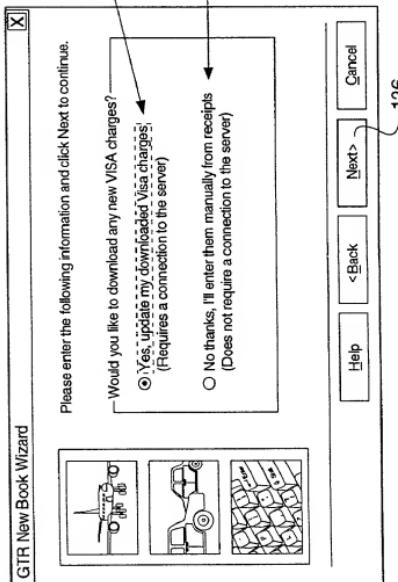
Trip to Halifax, Canada to visit Caterpillar dealer John Smith of Atlantic Tractors and Equipment. John, the IS Manager, helped us gather new system requirements.

126

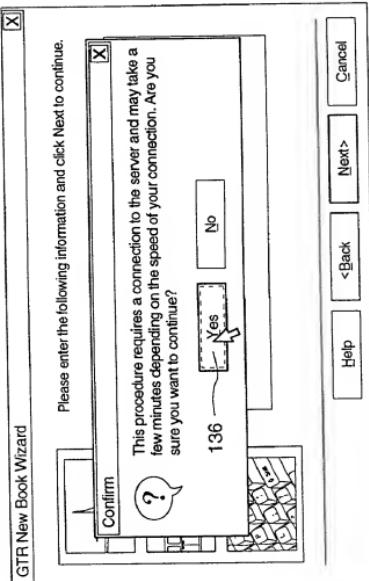
Help <Back > Next Cancel



— 5 —

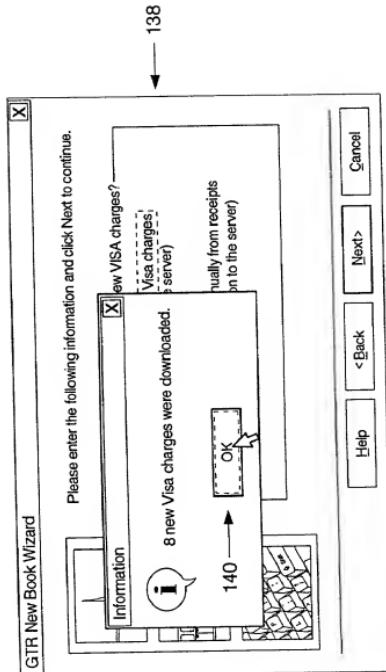


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Downloaded Visa Charges							
Ref	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
98SHELL 2001		\$17.18	CAD	23.64		23.64	
98INTERNATIONAL-T	\$281.50	CAD	385.32			385.32	
98UNITED AIR	\$450.16	USD	450.16			450.16	
98FIRST BANK	\$100.00	USD	100.00			100.00	
98*FINANCE C	\$2.00	USD	2.00			2.00	
98HOLIDAY IN	\$776.00	CAD	1055.98			1055.98	
98TONY ROM	\$20.98	CAD	28.00			28.00	

← 150

E-I-O - S -

Select a Category and Sub-Category

Please select a category and sub-category and click next to continue:

← 153

Category:

Business Purpose
Cash Advances/Fees
Entertainment
Except Reimbursement
Hotel
Meals
Mileage
Other
Transportation

151 →

Sub-Category:

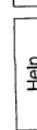
Airfare
Airport Tax
Other Transportation
Parking
Rail
Rental Car
Rental Car Gas
Taxi

 Help < Back Cancel Next >

126

152

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X	
Airfare - VISA	
Departure date:	02/05/1998 
Local amount:	154  450.16 
Total in US dollars:	450.16 
Carrier:	156 
Specify other:	
Was any part of this ticket unused?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Ticket number: 	
 158	
	
  Apply This Item To Your Expense Book	
  Back	
 Help	
 Cancel	
 Change...	
Local currency  U.S. (DOLLAR) Currency code: USD	

-11-

Save	Preview	Book Info.	Overrides	Visa Info.	Calculator	Print	Internal
Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	
02/01/1998	UNITED AIR	\$450.16	USD	450.16	0.00	Y	
02/05/1998	FIRST BANK	\$100.00	USD	100.00		100.00	
02/05/1998	FINANCE C	\$2.00	USD	2.00		2.00	
02/05/1998	HOLIDAY IN	\$776.00	CAD	1065.98		1055.98	
02/05/1998	TONY ROM	\$20.38	CAD	28.00		28.00	
Expense Book Entries							
Date	Description	Amt. in USD	Curr. Code	Local Amt.	Print	Type	Reconciled?
02/01/1998	Business Purpose	\$0.00	USD	0.00			
02/05/1998	Airfare	\$450.16	USD	450.16	VISA	Y	

—12—

144 →

12/26

146 →

148 →

GTR Data Entry Screen

File Edit Visa Charges Expenses Settings Help

Save Preview Book Info. Defaults Overrides Visa Info. Calculator Print

Internal

Manual Entities...

Downloaded Visa Charges

Trans. Date	Merchant	Amount in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	
02/01/1998	UNITED AIR	\$450.16	USD	450.16	0.00	Y	
02/05/1998	FIRST BANK	\$100.00	USD	100.00	0.00	Y	
02/05/1998	FINANCE C	\$2.00	USD	2.00	0.00	Y	
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		1055.98	
02/06/1998	TONY ROM	\$20.38	CAD	28.00	28.00		

Expense Book Entries

Date	Description	Amount in USD	Curr. Code	Local Amt.	Print	Type	Rec Req
02/01/1998	Business Purpose	\$0.00	USD	0.00			

Drag!

13-13-

13/26

164

Hotel - VISA

Check-in date: 02/05/1998

Number of nights: 5

Local daily rate with taxes: 200

Total in US dollars: 734.86

Hotel chain: 166

Specify other:

Local currency CANADA (DOLLAR)
Currency code: CAD
Exchange rate: 1.3608000

Change...

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14/26

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Drag

Hotel - VISA

You still have a balance left on this VISA charge.

VISA local amount: 1055.98

Amount applied so far: 1000.00

Balance: 55.98

Would you like to continue applying the balance to other expense categories?

174

Yes No Help

Date	Description	Print	Print Local	Print All	Print Type	Print Rec	Print
02/01/1998	Business Purpose	\$0.00	USD	0.00			

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Dinner - VISA

Local currency **CANADA (DOLLAR)**
Currency code: **CAD**
Exchange rate: **1.3608000**

Change...

Date: 02/05/1998

Local amount: 40 180

Tip: (see note below) 178 (CASH only)

Total in US dollars: 29.39

158

Help Back Apply This Item To Your Expense Book Cancel

Date	Description	Amount	Local Amnt.	Print	Print Recd
02/01/1998	Business Purpose	\$0.00	USD	0.00	

— 1 E —

Date	Description	Amount	Business Purpose	Total Amount	Intl. Type	Entered
02/01/1998	Dinner - VISA	\$0.00	USD	0.00		

You still have a balance left on this VISA charge.

VISA local amount:

Amount applied so far:

Balance:

Would you like to continue applying the balance to other expense categories?

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Drag ↑

← 184

Yes No Help

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Internat

Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	
02/01/1998	UNITED AIR	\$450.16	USD	450.16	0.00	Y	
02/05/1998	FIRST BANK	\$100.00	USD	100.00	0.00	Y	
02/05/1998	FINNANCE C	\$2.00	USD	2.00	0.00	Y	
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98	1040.00	15.98	
02/06/1998	TONY ROM	\$20.38	CAD	28.00	28.00		

Expense Book Entries

Date	Description	Am't. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Recd
02/01/1998	Business Purpose	\$0.00	USD	0.00		

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Select a Category and Sub-Category

Please select a category and sub-category and click next to continue.

Category:	Sub-Category:
150	151
Business Purpose	Cash Pmt of VISA Chg
Cash Advances/Fees	Laundry or Valet
Entertainment	Other Expense
Except Reimbursement	Other Tip
Hotel	Personal VISA Charge
Mileage	Telephone or Fax
Other	
Transportation	

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Drag!

Internat

Apply

Recon

Cancel

Help

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Next

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Personal VISA Charge

Date: 02/05/1998

Local amount: 15.98

Total in US dollars: 11.74 194

Local currency CANADA (DOLLAR)
Currency code: CAD
Exchange rate: 1.3608000

Change...

Information

To prevent possible rounding errors, the exchange rate has been adjusted for this charge.

OK

192

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Drag

Apply

Recon

Cancel

Help

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Apply This Item To Your Expense Book

Date Description AMT. IN TOUSD CURE LOCAL AMT. FMT. TYPE Rec Neg

02/01/1998 Business Purpose \$0.00 USD 0.00

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Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?	◀	▶	▼	▲
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/01/1998	UNITED AIR	\$450.16	USD	450.16	0.00	Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/05/1998	FIRST BANK	\$100.00	USD	100.00	0.00	Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/05/1998	FINANCE C	\$2.00	USD	2.00	0.00	Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98	0.00	Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/06/1998	TONY ROM	\$20.38	CAD	28.00	28.00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/08/1998	OUTBACK S	\$17.18	CAD	23.64	12.35			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Expense Book Entries

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmtnt. Type	Rec Rec	◀	▶	▼	▲
02/05/1998	Dinner	\$29.39	CAD	40.00	VISA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/05/1998	Hotel	\$146.97	CAD	200.00	VISA	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/05/1998	Airfare	\$450.16	USD	450.16	VISA	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/05/1998	Cash Advance Fee	\$2.00	USD	2.00	VISA					
02/05/1998	Cash Advance-VISA	\$100.00	USD	100.00	VISA					
02/05/1998	Personal VISA Charge	\$11.76	CAD	15.98	VISA					
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Save	Preview	Book Info.	Defaults	Overrides	Visa Info.	Calculator	Print	Submit
Internet								
Manual Entries... ↴ 210								
Downloaded Visa Charges								

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	Y
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	Y
02/01/1998	UNITED AIR	\$450.16	USD	450.16	0.00	Y	
02/05/1998	FIRST BANK	\$100.00	USD	100.00	0.00	Y	
02/05/1998	+FINANCE C	\$2.00	USD	2.00	0.00	Y	
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98	0.00	Y	
02/06/1998	TONY ROM	\$20.38	CAD	28.00	0.00	Y	

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Date	Description	Amt. in USD	Curr. Code	Local Amt.	Print. Type	Rec Rec
02/05/1998	Personal VISA Charge	\$11.76	CAD	15.98	VISA	→ D
02/06/1998	Dinner	\$20.38	CAD	28.00	VISA	↓ E
02/06/1998	Hotel	\$146.97	CAD	200.00	VISA	Y

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Print. Type	Rec Rec
02/05/1998	Personal VISA Charge	\$11.76	CAD	15.98	VISA	→ D
02/06/1998	Dinner	\$20.38	CAD	28.00	VISA	↓ E
02/06/1998	Hotel	\$146.97	CAD	200.00	VISA	Y

Drag!

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Select a Category and Sub-Category	
<p>Please select a category and sub-category and click next to continue:</p> <p>Category:</p> <ul style="list-style-type: none"> Business Purpose Cash Advances/Fees Entertainment Except Reimbursement Hotel Meals Mileage Other Transportation <p>Sub-Category:</p> <ul style="list-style-type: none"> Entertainment Tip 	<p>151</p> <p>153</p> <p>214</p> <p>216</p> <p>Choose one</p> <p>CASH</p> <p>VISA</p>
<p>150</p>	<p>126</p> <p>Help</p> <p>< Back</p> <p>Next ></p> <p>Cancel</p>
<p>02/06/1998</p>	<p>Hotel</p> <p>\$146.97 CAD</p> <p>200.00 VISA Y</p>

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GTR Data Entry Screen

Visa Charges							Expenses		Settings		Help	
<input type="button" value="Edit"/>	<input type="button" value="Preview"/>	<input type="button" value="Book Info."/>	<input type="button" value="Details"/>	<input type="button" value="Overrides"/>	<input type="button" value="Visa Info."/>	<input type="button" value="Calculator"/>	<input type="button" value="Print"/>	<input type="button" value="Submit"/>	<input type="button" value="Help"/>			
<input type="button" value="Manual Entries..."/> Submit for approval and payment.												

Downloaded Visa Charges

ns.	Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?	◀
1/5/1998	SHELL	2001	\$17.18	CAD	23.64		23.64	Y	<input type="button" value="Apply"/>
1/5/1998	NATIONAL	T	\$281.50	CAD	385.32		385.32	Y	<input type="button" value="Recon"/>
01/1998	UNITED AIR		\$450.16	USD	450.16		0.00	Y	
05/1998	FIRST BANK		\$100.00	USD	100.00		0.00	Y	
05/1998	*FINANCE C		\$2.00	USD	2.00		0.00	Y	
05/1998	HOLIDAY IN		\$776.00	CAD	1055.98		0.00	Y	
06/1998	TONY ROM		\$20.38	CAD	28.00		0.00	Y	

Expense Book Entries

ns.	Description	Amt. in USD	Curr. Code	Local Amt.	Frmt. Type	Rec Rq	Drag ↑
01/1998	Business Purpose	\$0.00	USD	0.00			<input type="button" value="D"/>

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GR Data Entry Screen

File Visa Charges Expenses Settings Help

Save Preview Book Info. Defaults Overrides Visa Info. Calculator Print Submit Help

Internet 220

Manual Entries... Confirm

Submitting a book requires a connection to the server and may take a few minutes depending on the speed of your connection. Are you sure you want to submit this book for approval?

220 → Yes No

Recon

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Trans. Date	Merchant	Amount
1/5/1998	SHELL 2001	
1/5/1998	NATIONAL-T	
1/6/1998	UNITED AIR	
1/6/1998	FIRST BANK	
1/6/1998	*FINANCE C	\$2.00
1/6/1998	HOLIDAY IN	\$776.00
1/6/1998	TONY ROM	\$20.38

↓ Drag ↓

Expense Book Entries

Trans. Date	Description	Amount in USD	Curr. Code	Local Amt.	Print	Type	Rec Req.
01/1998	Business Purpose	\$0.00	USD	0.00			

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Book Submission

Book summary

Submitter LAN ID: hancojm
Amount of prepaid airline tickets: \$450.16
Amount of Visa expenses: \$798.97
Amount of Cash expenses: \$190.50
Book total: \$1439.63
Approver: CHRIS MONAHAN

ns. Date Accounting distribution for this book
Your organization: [01] 860 [30] [2258] Amount charged to your organization: [\$1439.63]

AdFac	PayFac	Div	Sect	ExpAcct	ControlAcct	Sub	SubSub	PA	C2	OrderNo	ProjRefCode	Amount

ns. Date
1/15/1998
1/15/1998
1/15/1998
1/15/1998
1/15/1998
1/15/1998
1/15/1998
1/15/1998
1/15/1998
1/15/1998
1/15/1998
1/15/1998

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Do you want to proceed with submission of this book?
Yes No

Drag

0

Moving expenses to server...
e
011998

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GTR Date Book Submitted Successfully

Save

Print Book..

Close

Print

Preview..

Reports

Cover sheet

Receipts list

Book history report

01/1998

05/1998

05/1998

05/1998

06/1998

01/1998

As a result of this submission

Caterpillar owes airlines: 450.16

Caterpillar owes VISA: + 910.73

Caterpillar owes you: + 75.74

You owe Caterpillar: - 0.00

Payment total: = 1439.63

You owe cashier: 0.00

You owe VISA: 0.00

Submission notes

1. Print the cover sheet and receipts list, then follow the instructions on the cover sheet.
2. Your approver will be notified via e-mail that this expense book is awaiting approval.
3. To view the book history report, choose preview or print. (optional)

Help

Recon

Drag

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